

CM/ECF Helpful Hints

MOTIONS

Motions

- Users may select more than one motion relief code.
- For multiple selections:
 - Click on the first selection
 - Locate the second selection
 - Hold down the control key (Ctrl)
 - Click on the second selection
 - Release control key (Ctrl)



■ REMEMBER:

- When filing a motion, multiple selections require the use of the "Ctrl" key.
- Subsequent motion selections can NOT be located by typing in the "first letter".
- The edit/find function or "Ctrl F" keystroke will help to locate the correct pending motion for large cases.
- The down arrow cannot be used when choosing multiple motions. Must use the scroll bar.

CM/ECF Helpful Hints

ATTORNEY SUMMONS RETURNED EXECUTED

Summons Returned Executed

- The filing of Summons Returned Executed will generate an answer due deadline for each selected defendant. **Note: this event is a RESTRICTED DOCUMENT entry.** The text is available to the public, however the document is not.
- Based on the date served, CM/ECF will calculate the 20 or 30 day answer due deadline. (60 day if USA is defendant). If the summons was served on the USA, use the event Summons Returned Executed as to USA.



REMEMBER:

- To ensure the association of a correct document, it is recommended that users open and view each pdf document.
- Verify the accuracy of both the docket event and docket text at the "Point of No Return" screen - this is your last opportunity to make any changes before the event is submitted to the CM/ECF database and the Notice of Electronic Filing is produced/sent.
- Changing deadlines in docket text will not affect the answer record controlling the date displaying on reports and queries - additional editing is required. If you find an error for the date in the final docket text screen, it is better to re-do the docketing event from the beginning.

June 9, 2005